



COUNTY OF LOS ANGELES  
Internal Services Department  
1100 North Eastern Avenue  
Los Angeles, California 90063



Dave Lambertson  
Director

*To enrich lives through effective and caring service.*

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May 26, 2005

**Agenda Date: June 7, 2005**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL TO EXTEND BUSINESS MACHINE MAINTENANCE  
SERVICES AGREEMENTS AT EXISTING RATES  
AND TERMS TO DECEMBER 31, 2005  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Director of the Internal Services Department, or his designee, to sign amendments to the current Business Machine Maintenance Services Agreements with the contractors identified on Attachment I at existing rates and terms to extend the current term of the Agreements to December 31, 2005 at an estimated cost of \$2.3 million for the extension period.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The Internal Services Department (ISD) is requesting a two-month extension because more time is needed than originally planned to complete the solicitation for our business machine maintenance contracts.

ISD administers agreements for business machine repair and maintenance services that include 87 vendors and cover more than 20,000 pieces of equipment. A list of these vendors along with the type of equipment serviced is detailed in Attachment 1. There are three major equipment categories requiring services:

- Large photocopy machines, mainframe computers, servers and other major items of equipment.

- Personal computers.
- Small and inexpensive office equipment such as fax machines, microfiche readers, mailing equipment, printers and other items.

Through the use of the existing business machines agreements, ISD arranges for maintenance and repair services for departments, pays vendor invoices and bills the applicable County department for the services provided.

The Business Machine Agreements' term is through August 31, 2005 and the Director of the ISD has the authority to execute two additional one-month extensions. Therefore, ISD's authority to order these services under the existing contract expires October 31, 2005.

ISD originally expected that the solicitation could be completed well ahead of the agreements' expiration date. However, we are behind schedule because:

- ISD's other contract workload has been larger than anticipated
- ISD's Contracting Division has experienced an unusually high vacancy rate. Although we have since hired additional staff, based on the tasks that still need to be completed and the complexity of this solicitation (i.e., it involves more than 80 vendors, and 20,000 pieces of equipment), we do not believe we will be able to complete the solicitation on time.
- ISD needs to change the portion of the solicitation related to the maintenance of relatively small and inexpensive office equipment such as fax machines, microfiche readers, mailing equipment, and other items. In our solicitation, we requested vendors to bid an annual fixed fee amount for all items within a class of equipment (e.g., fax machines, etc.) for the entire County. In retrospect, ISD believes that it would be more cost effective to obtain these repair services on a time and materials basis (i.e., rather than fixed fee). In addition, given the geographic size of the County and the volume of the equipment that needs to be repaired, the requirement that a vendor bid on all the equipment listed in a category for the entire County inventory was too onerous and may have precluded some small businesses from responding to the solicitation.



Based on the above, ISD believes that it will not be possible to complete this solicitation and award replacement contracts until early December 2005. Therefore, we are requesting an extension of the agreement term to December 31, 2005.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended action supports the Countywide Strategic Plan Goal Number 1, Service Excellence, Goal Number 3, Organizational Effectiveness, and Goal Number 4, Fiscal Responsibility. This process will improve the overall manner in which ISD promotes countywide equipment maintenance; thereby, increasing the County's efficiency in the use of public funds.

### **FISCAL IMPACT/FINANCING**

The costs for the business machine maintenance services for the extended period through December 31, 2005 are estimated to be \$2.3 million. ISD's costs for business machines maintenance services are offset by billings to customer departments. There is sufficient appropriation in ISD's Fiscal Year 2004-05 Budget and the 2005-06 Proposed Budget to pay the contractors' invoices.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contractors' rates for the extension period will remain the same. The agreements currently contain all Board, CAO, and County Counsel required contract provisions including the County's Child Support Compliance Program, consideration of GAIN/GROW participants, Contractor Non-Responsibility and Debarment, Contractor Jury Service and Safely Surrendered Baby Law. ISD has determined that these services are not subject to the Living Wage Program. The agreement amendment to effectuate the extension will be reviewed by County Counsel prior to execution.

### **CONTRACTING PROCESS**

This section is not applicable as this is a request to extend existing contracts.

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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

If this request is approved, business machine equipment maintenance services will continue to be provided to County departments with no lapse in service until replacement contracts can be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dave Lambertson", written over the printed name.

Dave Lambertson  
Director

DL:DB:kh  
Attachment

c: Executive Officer, Board of Supervisors  
County Counsel

## Contractor Listing

<b>Business Machine Contractors</b>	<b>Type of Equipment</b>
3M CO.	Library Book Security Systems
A.B. DICK/MULTIGRAPHICS	Printing/Duplicating Equipment
ABC OFFICE SYSTEMS	Misc. Copiers, Fax Machines and Typewriters
ACS DIGITAL SOLUTIONS	Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment
AEROFLEX, INC.	Communication Test Equipment
AIMS	PC Maintenance
ALL MAKES OFFICE MACH. CO, INC.	Transcription Equipment
ALL STATES OFFICE MACHINES, INC.	Misc. Copiers, Fax Machines, PCs, Typewriters and Small Office Equipment
AMERICAN BIOMEDICAL SERVICE CORP.	Medical/Dental Equipment (General)
AMERICAN BUSINESS MACHINE	Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment
ANACOMP, INC.	Microfiche/Microfilm Equipment
ANGELUS BUSINESS SYS. INC	Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment
ASW ENGINEERING MGMT. CONSULTANTS	PC Maintenance
AUTOMATED FILING SYSTEMS	Moving/Automated Filing Systems
AUTOMATED OFFICE PRODUCTS	Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment
BELL & HOWELL MAIL & MESS TECH.	Mail Processing Equipment (Outgoing)
BMC, INC.	Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment
CANON BUSINESS SOLUTIONS	Canon Production Copiers, Fax Machines, Printers, Typewriters and Microfiche Reader/Printers
CAPITAL CASH REGISTERS, INC.	Cash Registers
CC-OPS, INC.	PC Maintenance
CLICK GUARD	Now Danka Office Imaging Co.
COMPUTER PACER	PC Maintenance
COMPUTERWORKS TECHNOLOGIES	PC Maintenance
DANKA OFFICE IMAGING CO.	Danka, Kodak and Other Production Copiers
DECISIONONE CORPORATION	IBM Midrange Computer Systems, IBM Remote Terminal Equipment and PCs
DIEBOLD INC.	Security Enclosures and Vaults
DIGITAL COMPUTING SYSTEMS	PC Maintenance
E.G. BRENNAN & COMPANY, INC.	Misc. Small Office Equipment (check signers, paper folders, shredders, binders)
EASTMAN KODAK COMPANY	Microfiche/Microfilm Equipment
EMC CORPORATION	Information Technology Systems
ENPOINTE TECHNOLOGIES	PC Maintenance
FRANCOTYP-POSTALIA, INC.	Mailing Equipment
FULL SPECTRUM ANALYTICS, INC.	Hewlett Packard Mass Spectrometers and Scientific Testing Equipment
GENERAL BINDING CORP.	Misc. Small Office Equipment (paper folders, shredders, binders and laminators)
GOLDEN STATE SERVICES	Misc. Copiers, Fax Machines, Typewriters, Small Office Equipment and PCs
HEWLETT-PACKARD	Hewlett Packard Midrange Computer Systems and Software
HORROCKS CASH REG. SYSTEM	Cash Registers
IDENTIX INCORPORATED	Finger Print Equipment
IKON OFFICE SOLUTIONS	Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment
IMAGE IV SYSTEMS, INC.	Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment
INTELACARD LLC	Embossing Equipment for Making Patient ID Cards
INTERNATIONAL BUS. MACHINES CORP.	IBM Large Scale Computer Systems (Mainframe)
INTRATEK COMPUTER, INC.	PC Maintenance
K-MICRO, INC. dba CORPINFO SERVICES	PC Maintenance
L3 COMMUNICATIONS SECURITY & DET. SYS	Security Walk-through Metal Detectors



## Business Machine Contractors

LANIER WORLDWIDE, INC.  
LASERCARE TECHNOLOGIES, INC.  
LIEBERT GLOBAL SERVICES  
MAIN PHOTO SERVICE, INC.  
MARATHON COPIER SVC., INC.  
MGE UPS SYSTEM, INC.  
MICROGRAPHIC SERVICE  
MIDEO SYSTEMS INC.  
N.B.S. CARD TECHNOLOGY CORP.  
NCE STORAGE SOLUTIONS  
NEOCOMP SYSTEMS, INC.  
NEOPOST, INC.  
NORITSU AMERICA CORP.  
NT COMPUTER SERVICES  
OCE-USA, INC.  
OFFICECOM, INC.  
OMEGA MICROFILM CORP.  
OMNINOTE, INC.  
OPEX CORPORATION  
PACIFIC DUPLICATORS SYS., INC.  
PERKINELMER LAS, INC.  
PLAS-TECH RESOURCES  
PRICE COPY SYSTEMS  
PROF.ALTERNATIVE SERVICES  
RADIOLOGICAL SPECIALIST, INC  
REPROGRAPHIC SUPPLY  
RISO, INC.  
SAVIN CORPORATION  
SCANTRON SERVICE GROUP  
SOURCE GRAPHICS  
SPECIALIZED BUS. SYSTEMS, INC.  
STORAGE TECHNOLOGY CORP. (STK)  
SYSTEM ONE BUSINESS PROD, INC.  
TAB PRODUCTS  
TEC-AMERICA, INC.  
TECHNOFIX OFFICE PRODUCTS  
THERMO ELECTRON  
UNISYS CORPORATION  
UPSCO  
VOICE PRINT INTERNATIONAL, INC.  
WEST COAST BUSINESS EQUIP  
WIZTEC, INC.  
XEROX CORPORATION

## Type of Equipment

Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment  
PC Maintenance  
Specialized UPS and Precision Air Conditioning Equipment for Data Centers  
Cameras and Photographic Equipment  
Misc. Copiers  
Specialized UPS and Precision Air Conditioning Equipment for Data Centers  
Microfiche/Microfilm Equipment  
Evidence Recording Equipment (digital cameras, scanners, storage)  
Embossing Equipment for Making Patient ID Cards and Bracelets at Medical Centers  
Information Technology Tape Storage Systems  
PC Maintenance  
Mail Processing Equipment (Outgoing)  
Photograph Negative and Print Processing Machine  
PC Maintenance  
Oce Production Copiers  
Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment  
Microfiche/Microfilm Equipment  
Voicemail/Email/Paper Mail Integration System  
Mail Opening and Extraction Equipment  
Digital Duplicators  
Scientific Testing Equipment (moved to Full Spectrum Analytics, Inc.)  
Embossing Equipment for Making Patient ID Cards  
Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment  
Mail Processing Equipment (Outgoing)  
Medical X-ray Equipment  
Engineering Copiers  
Misc. Copiers  
Misc. Copiers  
Optical Mark Readers and Test Scorsers  
Hewlett Packard Plotters\Large Scale Printers\Scanners  
Moving/Automated Filing Systems  
Large Scale Disk and Tape Storage  
Miscellaneous Small Office Equipment (check signers, paper folders, shredders, binders)  
Moving/Automated Filing Systems  
PC Maintenance  
Misc. Copiers, Fax Machines, Typewriters and Small Office Equipment  
Mass Spectrometers  
Unisys Large Scale Computer Systems (Mainframe)  
Specialized UPS and Precision Air Conditioning Equipment for Data Centers  
Voice/Call Recording Systems for Call Centers  
Cash Registers  
Workstation PC's  
Xerox Production Copiers, Fax Machines and Printers